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## FINANCIAL ADMINISTRATION

### *Lake Management Planning Grant Program*

### *Lake Protection and Classification Grant Program*

The following information will provide you with guidance to manage the financial assistance you are receiving and help in filling out the forms for the Lake Management Planning Grant Program or the Lake Management Protection Grant Program.

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Rev. 9/03

<b>Project Grant Awards</b>	You have received a signed grant agreement from the Department outlining the approved project scope, time period, and budget. <b><i>Read your grant agreement carefully and share it with your consultant(s). It contains conditions that govern your project.</i></b> Your authorized individual should sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist.
<b>Grant Agreement Effective Dates</b>	Note the start date and end date of your grant agreement. All planning grants expire on either June 30 or December 31 of the given year.
<b>Caution!</b>	<b>Costs incurred prior to the starting date listed on the grant agreement will not be eligible for reimbursement.</b>
<b>Changes to the Grant Agreement (Amendments)</b>	Any changes to the grant agreement in project activities (scope), time period, or cost must be requested in writing and submitted to the regional Environmental Grant Specialist <b>before</b> the agreement expiration date. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request.
<b>Change to the Project Scope</b>	Requests for an amendment to the scope of planning or protection projects must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be made if the nature of the change substantially alters the scope of the project activity. Changes in the scope of the agreement that increase the amount of cost sharing beyond that allowed under law will not be made and are subject to availability of funds.
<b>Changes to the Project Costs</b>	Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded. However, increases in the amount of cost sharing may not exceed the maximum amount established by law and are dependent on money being available.
<b>Changes to the Grant Agreement Time Period</b>	<p>Projects must be completed prior to the expiration date indicated in the grant agreement. If there is the possibility that a project won't be completed by that date, we recommend that you request an extension. Requests to extend the term of the grant agreement must be made prior to the project expiration date listed on the agreement.</p> <p>If the requested change is approved, the Sponsor will receive an amendment to the original grant agreement signed by the Department.</p>

**Financial Administration**  
**During the Project**  
*Sponsor's Responsibilities*

The accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles. You must:

- ? Establish a separate ledger account for project expenditures.
- ? Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and provide evidence of that expenditure. (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable.
- ? Comply with all local and state contract bidding requirements. (You may need to consult with your attorney to insure that you are in compliance with all applicable laws regarding competitive bidding and awarding bids.)
- ? Label each document you are submitting with the project number assigned to that project (e.g. LPL-844-03 or LPT-165-02 – each project has a specific number assigned to only that project and is listed on the grant agreement to the right of the sponsor name.)
- ? Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. All time associated with the project needs to be clearly documented.
- ? Report expenditures on the reimbursement claim worksheets.

**Claims for**  
**Reimbursement**

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of payment of the fair market value of property). To be eligible for reimbursement all costs must be incurred within:

- ? The project time period shown in the grant agreement
- ? The scope of activity summarized in the grant agreement and detailed in the application submitted for the project
- ? The state aid project amount shown in the grant agreement

Lake Planning grant claims for reimbursement shall be submitted within 6 months after the planning project ending date.

Lake Protection grant reimbursement claims may be submitted to the department throughout the life of the grant agreement. The frequency of claims for reimbursement should be agreed upon by your regional Environmental Grant Specialist. The department may withhold 10% of the state share for a final payment. Final claims for payment shall be submitted within 6 months of the grant agreement expiration date.

**Required Documentation**

The following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed department reimbursement forms. Completion instructions are included on the forms.

For all Lake Management Grants:

Form 8700-001, ***Request for Payment***

Form 8700-002, ***Payment Request Worksheet***

3. Photocopy of the vendor invoices for services or materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant is identified.
4. Photocopies of canceled checks (front and back) issued for payment of all services and materials (or bank statements).

***Counties, Please Note:***

Counties submitting a reimbursement claim may follow single audit requirements for documentation.

**Final Report Requirements**

All projects with the exception of land acquisition (protection grant program) must result in a final report that is suitable for use by the general public. The final report must meet the criteria agreed to in the grant agreement and be approved by the regional Lake Coordinator.

***Send All Claims for Reimbursement to:***

The regional Environmental Grant Specialist.

**How Reimbursement Claims are Processed**

The regional Lake Coordinator reviews the final report for technical compliance with the project grant scope and approves the report. The Environmental Grant Specialist then reviews the reimbursement claim. If the claim for reimbursement is complete (including all required documentation) and in compliance with the project grant agreement, the Environmental Grant Specialist will approve the claim for reimbursement. The reimbursement claim gets forwarded to the regional Finance Office where payment is made.

**Audits**

The state has the right to audit or examine all books, papers, accounts, documents or other records of the Sponsor as they relate to the project for which the Lake Management Grant Program funds were granted.

The Sponsor must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

**When a Project is Not in Compliance with the Grant Agreement**

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the Sponsor.

**Filling out Payment Reimbursement Claim Worksheets**

Make a couple of copies of the blank sheets before you get started. Fill out the worksheet first (form 8700-002). Fill out each line with as much detail as possible.

Make sure you have provided the required documentation for each line:

- ? A copy of the invoice or bill for the eligible expense
- ? A copy of both sides of the canceled check to pay that bill (if canceled checks aren't available then a copy of the appropriate bank statement may be substituted)
- ? Copies of bid proposals, professional service contracts, change orders and authorized detailed force account time sheets or volunteer time sheets, if applicable.

For land acquisition projects, you must also submit:

- ? A copy of the recorded grant agreement and the recorded deed at the Register of Deeds with the new disclaimer inserted (see the financial section of the grant agreement).
- ? A copy of the title insurance or Opinion of Title
- ? A copy of the relocation cost statement , if applicable

**Filling out Payment Reimbursement Claim Form**

Total the appropriate columns on the worksheet and move the total to the reimbursement claim form. If filling out a reimbursement claim for a Lake Protection Grant (8700-001 ), be sure to indicate whether this is a partial or final payment. (For Lake Planning Grants, only an advance payment requested at the time of award acceptance and/or a one-time final pay request is possible.)

**Who to Contact with Questions**

Your regional Environmental Grant Specialist.

**Where the Program Funds Come From**

The source of funds for these programs is the state excise tax on gasoline for boats and from the Environmental Fund.

## DNR Contacts

Your first and primary contact for lake management projects contact is the lakes coordinator. Additional information on lake grants and DNR lake programs can be found at <http://www.dnr.state.wi.us/org/water/fhp/lakes/index.htm>

<b>NER Northeast Region</b> including the following counties: Door, Kewaunee, Manitowoc	
Mary Gansberg, Lake Coordinator 1125 North Military Avenue, P. O. Box 10448 Green Bay WI 54307-0448 920-492-5799 (ph) 920-492-5927 (fax)	Sue Kocken, Environmental Grant Specialist 1125 North Military Avenue, P. O. Box 10448 Green Bay, WI 54307-0448 920-492-5797 (ph) 920-492-5891 (fax)

<b>NER Northeast Region</b> including the following counties: Menominee, (W) Outagamie, Shawano, Waupaca, (NW) Winnebago	
Crystal Olson, Lake Coordinator 647 Lakeland Road Shawano, WI 54166 715-526-4220 (ph) 715-524-3214 (fax)	Sue Kocken, Environmental Grant Specialist 920-492-5797 (ph) 920-492-5891 (fax)

<b>NER Northeast Region</b> including the following counties: Marinette, Oconto	
Greg Sevener, Lake Coordinator Peshtigo Service Center P. O. Box 208 Peshtigo WI 54157 715-582-5013 (ph) 715-582-5005 (fax)	Sue Kocken, Environmental Grant Specialist 920-492-5797 (ph) 920-492-5891 (fax)

<b>NER Northeast Region</b> including the following counties: Fond du Lac, Green Lake, Marquette, Waushara, (S) Winnebago	
Mark Sasing, Lake Coordinator 1210 North Palmatory Horicon WI 53032 920-485-3023 (ph) 920-485-3028 (fax)	Sue Kocken, Environmental Grant Specialist 920-492-5797 (ph) 920-492-5891 (fax)

<b>NOR Northern Region</b> (Rhineland) including the following counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	
Jennifer Wudi, Lake Coordinator 107 Sutliff Avenue Rhineland WI 54501 715-365-8937 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grant Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)

<b>NOR Northern Region</b> (Spooner) including the following counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	
Dave Blumer, Self Help Lake Monitoring Coord. & Purple Loosestrife Assistant 810 West Maple Street Spooner, WI 54801 715-635-4078 (ph) 715-635-4013 (fax)	Jane Malischke, Environmental Grant Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)

<b>SCR South Central Region</b> including the following counties: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	
Susan Graham, Lake Coordinator 3911 Fish Hatchery Road Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax)	Pat Sheahan, Environmental Grant Specialist 3911 Fish Hatchery Road Fitchburg, WI 53711 608-275-3315 (ph) 608-275-3338 (fax)

<b>SER Southeast Region</b> including the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	
Heidi Bunk, Lake Coordinator 141 NW Barstow Street, Room 180 Waukesha, WI 53188 262-574-2130 (ph) 262-574-2117 (fax)	Mary Ellen Franson, Environmental Grant Specialist 2300 North Martin Luther King, Jr. Drive Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8661 (fax)

<b>WCR West Central Region</b> including the following counties: Adams, Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	
Buzz Sorge, Lake Coordinator 1300 West Clairemont Avenue P. O. Box 4001 Eau Claire WI 54702-4001 715-839-3794 (ph) 715-839-6076 (fax)	Bruce Neeb, Environmental Grant Specialist 1300 West Clairemont Avenue P. O. Box 4001 Eau Claire, WI 54702-4001 715-839-3713 (ph) 715-839-6076 (fax)

## Lake Partnerships:

**WAL – Wisconsin Association of Lakes** This is a statewide organization of lake groups, set up to promote public policy, advance education and strengthen local leadership.

One Point Place – Suite 101  
Madison, WI 53719  
608-662-0923  
800-542-5253 (in WI only)

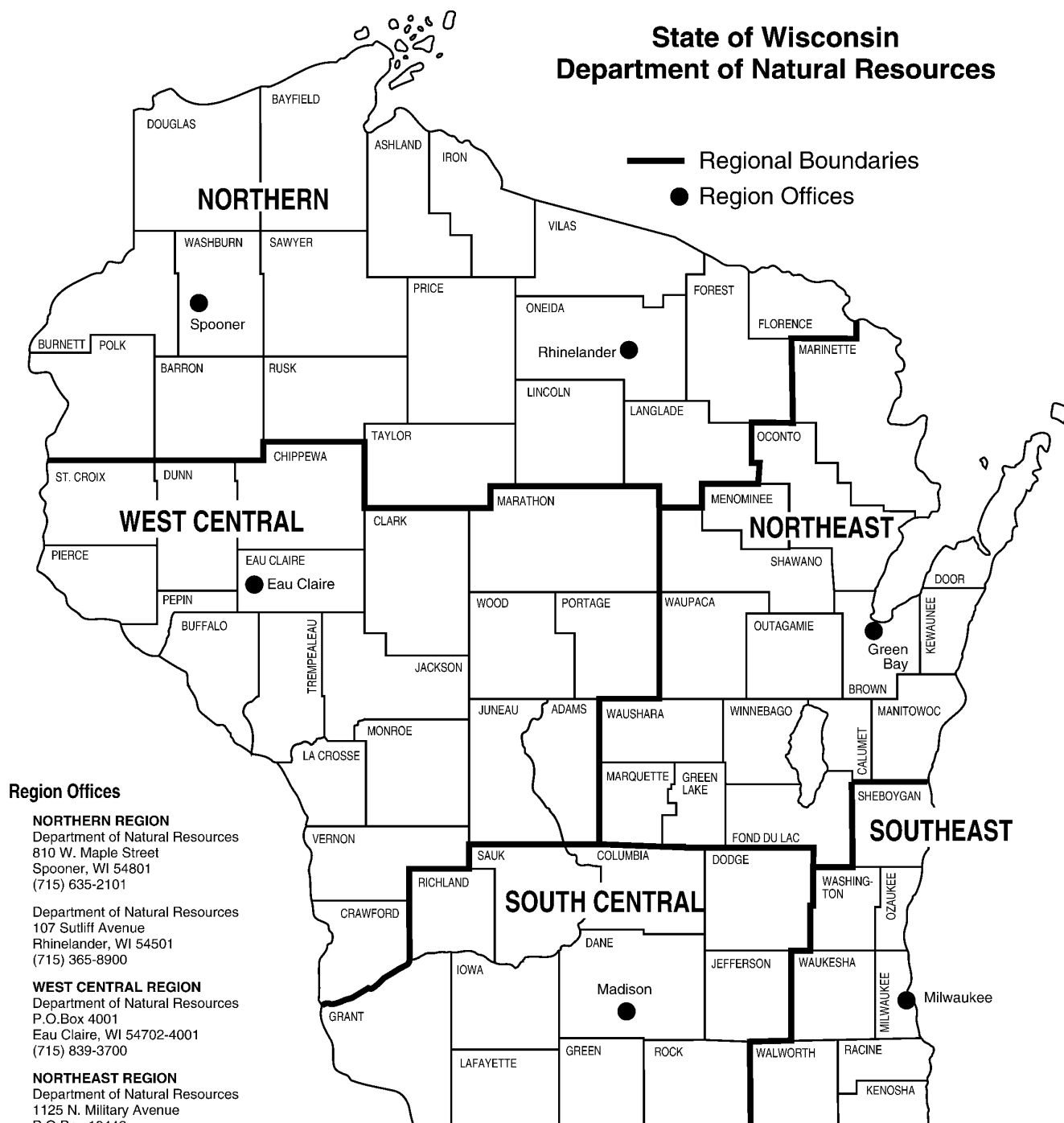
Peter Murray, Exec. Director  
Fax 608-833-7179  
email [wal@wisconsinlakes.org](mailto:wal@wisconsinlakes.org)

**U.W. – Lakes Extension** This office provides lake education and organization assistance.

Bob Korth, Lake Specialist  
College of Natural Resources, UW-SP  
Stevens Point, WI 54481-3897  
715-346-2192

Fax 715-346-4038  
email [bkorth@uwsp.edu](mailto:bkorth@uwsp.edu)

# State of Wisconsin Department of Natural Resources



## Region Offices

### NORTHERN REGION

Department of Natural Resources  
810 W. Maple Street  
Spoonerville, WI 54801  
(715) 635-2101

Department of Natural Resources  
107 Sutliff Avenue  
Rhinelanders, WI 54501  
(715) 365-8900

### WEST CENTRAL REGION

Department of Natural Resources  
P.O.Box 4001  
Eau Claire, WI 54702-4001  
(715) 839-3700

### NORTHEAST REGION

Department of Natural Resources  
1125 N. Military Avenue  
P.O.Box 10448  
Green Bay, WI 54307  
(920) 492-5800

### SOUTHEAST REGION

Department of Natural Resources  
2300 N. Dr. Martin Luther King Jr. Dr.  
P.O.Box 12436  
Milwaukee, WI 53212  
(414) 263-8500

### SOUTH CENTRAL REGION

Department of Natural Resources  
3911 Fish Hatchery Road  
Fitchburg, WI 53711  
(608) 275-3266

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